

Part-time jobs with the Methodist Church in Lincoln

- 1. Resources Co-ordinator**
(20 hours per week; annual salary £15,600)
- 2. Administrative Support Officer**
(20 hours per week; annual salary £10,296)

The Methodist Church Lincoln Circuit is creating a new team to drive its work and assist local churches. These opportunities are for people who have an empathy with what we want to achieve and would like flexible part-time employment.

We have 17 churches in the Lincoln area who serve their communities as well as their own congregations.

Resources Co-ordinator

We seek someone who has skills in finance and building management who is also able to supervise to administrative staff.

The role is to co-ordinate and undertake some responsibilities for activities in the Lincoln Circuit and its local churches in respect of the oversight of finance & property and support for trustee governance.

Administrative Support Officer

We seek someone with secretarial and administrative skills who has the ability to use the latest information and communications technology.

The role is to provide support to the Resources Co-ordinator, the Superintendent Minister and the Circuit Leadership Team in order that the circuit runs smoothly.

To apply for these posts

You can download more details including a job description, person specification and application form from our [website](#).

Please send application forms by email to vacancies@lincolnmethodist.org.uk no later than midday Friday 28th October 2022.

If you wish to have an informal chat before submitting, email contact details to info@lincolnmethodist.org.uk.

Interviews will probably be held during the week commencing 14 November 2022.